

LANCASTER COUNTY NURSE II

NATURE OF WORK

This is nursing work involving the supervision and coordination of medical and direct care services.

Work involves responsibility for supervising and coordinating the nursing and related health care activities for a department or large division sector. Work includes ensuring that all facility, state and federal policies, procedures and regulations concerning patient care and treatment are followed. Employees in this class exercise independent judgement in coordinating day-to-day operations, with decisions are made in accordance with established policies and procedures. General supervision is received from an administrative or medical superior with work reviewed in the form of overall effectiveness of nursing services provided and adherence to policies, procedures and regulations. Supervision is exercised over subordinate nursing care staff.

EXAMPLES OF WORK PERFORMED

Supervise and coordinate the work of subordinate staff engaged in providing health care to patients; confer with physicians and family members regarding patients' health status; provide and receive information about patient status from co-workers at shift change.

Supervise and provide direct health care based on nursing assessments, physician's orders and general medical direction including monitoring vital signs, obtaining specimens for laboratory analysis, administering medications including injections, and providing wound care; supervise and assist with the administration of oxygen, catherization and other treatments as directed by physician.

Order medical and pharmaceutical supplies in consultation with physician; secure controlled substances and medications; complete inventory of medical supplies and order equipment and supplies as needed.

Supervise and assist with the preparation of a variety of forms and reports documenting patients' stay in the facility from admission to discharge; maintain appropriate patient records reflecting treatment provided and ongoing patient status.

Provide education to personnel regarding communicable diseases and their prevention; administer hepatitis vaccinations and tuberculosis testing to employees; perform quality assurance functions and utilization review functions; attend meetings as scheduled.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of general nursing principles, practices, and techniques.

Considerable knowledge of disease prevention and control.

Considerable knowledge of the various types of equipment utilized in the delivery of nursing services.

Considerable knowledge of service delivery and treatment issues pertaining to applicable nursing area.

Knowledge of community human services, resources and referral sources available to patients.

Knowledge of the state and federal regulations relating to nursing services applicable to nursing area.

Ability to maintain accurate records reflecting health care services provided and patient status.

Ability to understand and follow oral and written medical instructions.

Ability to make nursing decisions within the framework of established policies and scope of practice.

Ability to plan, assign, coordinate and evaluate the work of subordinate nursing staff.

Ability to communicate effectively both orally and in writing.

Ability to work in stressful situations.

Ability to establish and maintain effective working relationships with community health personnel, physicians, patients' relatives, nursing staff and the general public.

Ability to perform heavy lifting.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited school of practical nursing and considerable experience in the delivery and supervision of nursing services within the applicable nursing area.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of practical nursing and experience in the supervision and delivery of nursing services; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills and meets licensure requirements.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a licensed practical nurse in the State of Nebraska.

Employees in the class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a nursing facility as required by the State of Nebraska.

Employees in the class working in the Corrections Department must meet such physical, age, and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by: _____
Personnel Director

Revised 12/00

PS9346